

## SBI NON-SWORN APPLICATION PACKET CHECKLIST (DOCUMENTS REQUIRED)

8-1-06

**All Documents listed below must be submitted to be  
considered for a Non-Sworn Position**

***Make sure all copies are legible***

- ☐ (Form HR-13) *SBI Non-Sworn Personal History Statement* (Must be notarized)  
**Important:** References must be persons other than relatives, past or present employers or supervisors.
- ☐ (Form HR-14) *Automatic Disqualifiers*
- ☐ (Form-HR-6) *SBI Applicant Authorization and Release* (Must be notarized)
- ☐ Photocopy of drivers license, Social Security Card and certified copy of birth certificate
- ☐ Photocopy of passport if you have one
- ☐ Copy of *Certificate of Naturalization*, if applicable (Form N-550)
- ☐ (Form 180) Copy of Military Discharge/Certificate or Release or Discharge from Active Duty, DD Form 214, and Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215, if applicable.
- ☐ Certified College Transcripts - Transcripts must be requested by the applicant and mailed by the college or university directly to the SBI Human Resources Section, P.O. Box 29500, Raleigh, NC 27626-0500 (This applies to all colleges or universities attended)
- ☐ Copy of high school transcripts